



Martin O'Malley, Governor  
Anthony Brown, Lt. Governor  
Leonard J. Howie III, Secretary

**Anne Arundel One-Stop Career Centers**

**March 2014**

Dear Employer:

This letter serves to introduce New Employers to the Maryland Workforce Exchange and the Maryland One-Stop Career Centers.

Manage your entire hiring process at no cost on-line at your One-Stop Career Center or "24/7" via the Internet at [www.mwejobs.maryland.gov](http://www.mwejobs.maryland.gov). Reach today's top talent to staff your job or business, gain maximum exposure for your job openings, and get quick access to current economic and local job market data. If you are seeking to expand your business in Maryland, the Maryland Workforce Exchange allows you to create and manage your own recruitment strategy on-line or The Maryland Workforce Exchange has enhanced services your business can receive from your One-Stop Career Center staff.

Contact your One-Stop Career Center today to post and manage your job offerings. Enclosed for your convenience is a blank job order form; complete and **mail**, **fax** or **e-mail** to your local One-Stop Career Center to post your job offerings.

Your local One-Stop Career Center is Anne Arundel One-Stop Career Center 80 West Street, Suite-A, Annapolis, Maryland 21401.

I will be happy to assist you with your hiring needs.

Sincerely,

*Tyrone Vines*

Tyrone Vines  
Business Resource Representative  
P: 410-269-4766  
F: 410-263-7452  
E-mail: [tvines@dllr.state.md.us](mailto:tvines@dllr.state.md.us)

"Maryland's One Stop Career Center system, a proud partner of the American Job Center networks, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Auxiliary aids, interpreter services, and reasonable accommodations are available upon request at local One Stop Career Centers."



# ONE-STOP CAREER CENTER

**Contact Person: Tyrone Vines**  
One-Stop Career Center at Annapolis  
80 West Street, Suite A  
Annapolis, MD 21401  
Phone: 410-269-4766  
Fax: 410-263-7452  
Email: [tvines@dlr.state.md.us](mailto:tvines@dlr.state.md.us)

Web sites: [www.mwejobs.maryland.gov](http://www.mwejobs.maryland.gov)  
[www.aawdc.org](http://www.aawdc.org)

## JOB ORDER FORM

### EMPLOYER DATA:

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street: \_\_\_\_\_ Fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ URL: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ FEIN # (Required): \_\_\_\_\_

Are you a federal contractor? Yes No

### JOB DATA:

Job Title: \_\_\_\_\_ No. of Openings: \_\_\_\_\_  
Salary: \_\_\_\_\_ per \_\_\_\_\_ No. of Applicants Needed: \_\_\_\_\_ Training Available: Yes No  
Part Time / Full Time Temp / Perm Hours per Week: \_\_\_\_\_ Minimum Age: \_\_\_\_\_  
Days to be Worked: \_\_\_\_\_ Hours to be Worked: \_\_\_\_\_  
Experience: (years) \_\_\_\_\_ (month) \_\_\_\_\_ Min. Education Req'd: \_\_\_\_\_ Licenses(s) Req'd: \_\_\_\_\_  
Physical Demands of Job (circle): Light Medium Heavy Indoors Outdoors  
Special Skills Req'd: \_\_\_\_\_

### JOB DESCRIPTION

### APPLICATION PROCEDURES: (Circle all that apply)

Call for Appointment \_\_\_\_\_ Apply in Person \_\_\_\_\_ Fax / Mail Resume \_\_\_\_\_ E-mail Resume \_\_\_\_\_

When to Apply: \_\_\_\_\_ Closing date: \_\_\_\_\_ Job Reference #: \_\_\_\_\_

Testing Req'd: Yes No If yes, type? \_\_\_\_\_

Type of Interview: Phone One-on-One Group Written Oral

**THANK YOU FOR ALLOWING THE ANNE ARUNDEL ONE-STOP CAREER CENTER TO SERVE YOU!**  
**PLEASE ATTACH ADDITIONAL PAGES (INCLUDING PREPARED JOB DESCRIPTION) IF NEEDED**

*Auxiliary aids and services are available upon request to individuals with disabilities.*

One-Stop Career Centers in Anne Arundel County are a resource offered to job seekers and employers through a partnership between the Anne Arundel Workforce Development Corporation and MD Department of Labor, Licensing and Regulation/Maryland Workforce Exchange.